

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Correctional Counselor Supervisor**

**Please follow the specific application filing instructions at the bottom of this page!**

**Open To:** DOC Employees Only

**Location:** Statewide (Classification)

**Hours:** Monday – Friday, 40 Hours per week, 1<sup>st</sup> Shift

**Salary:** \$71,722.00 - \$94,761.00 Annually

**Closing Date:** August 21, 2012

**Minimum Qualifications:**

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of case work methods and techniques and current correctional practices including inmate classification systems and parole practices; considerable knowledge of individual and social factors contributing to delinquency and crime; considerable knowledge of counseling principles and techniques; considerable knowledge of welfare resources; knowledge of substance abuse and current correctional treatment practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan and organize a case work program; ability to utilize computer software; supervisory ability.

**Eligibility Requirement:**

To apply for the position of Correctional Counselor Supervisor (CCS), candidates must have applied for and passed the CCS exam and be on the current certification list promulgated by the Department of Administrative Services. DOC employees currently who have previously attained permanent status in the class may also apply.

**Preferred Experience:**

Candidates with experience or education related to specific facility needs will be given preference for each vacancy. Candidates able to demonstrate the following core values, abilities and skills will also be given preference: ethics, ability to forge professional interpersonal relationships, ability to motivate and develop staff, oral and written communication skills, conflict resolution, collaboration, team building and problem solving/decision making skills.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, promotion and merit employment rules. Employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3 and updated 2.17.

**Application Instructions:** Current Department of Correction candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations, and an application for Employment (Form CT-HR-12) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). Candidates must submit a complete application along with other requested documents as indicated above to be considered for this position.

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**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**

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